

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. EO / DDA		mfc	6 MAY 1981
2. AODA - FYI only		H	5-6
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
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Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

OIS Registry

81-372/1

DD/A Registry

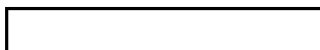
81-0640/6

4 MAY 1981

MEMORANDUM FOR: Director of Logistics

STAT

FROM:



Acting Director of Information Services

DD/A REGISTRY

FILE: Records

SUBJECT: Copier Management Consolidation

REFERENCE: Multiple addressee memorandum from DDA
dated 9 April 1981; Subject: Copier Management
Consolidation (DDA 81-0640/3)

The Office of Information Services (OIS) supports adoption of the first alternative presented in the Copier Management Consolidation Study as the best means to bring about cost savings and efficiency to copier management in the Agency. We agree that there should be further study of the recommendation that all copiers be located in registries or document control centers, and are particularly concerned that staffing requirements to conduct the activity would create a need for additional registry positions. Because records management officers will be responsible for copier management at the component level, the Records Management Division of OIS should participate in such a study as well as coordinate with P&PD on overall copier management activities.

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STAT

DDA/OIS/RMD/ITB,  kw (4 May 1981)

Distribution:

Original-Addressee

1-OIS Subject

1-OIS Chrono

1-ITB Subject: Copier Management Consolidation

1-ITB Chrono

1-DDA